

**CSO #**  
**DESCRIPTION:**

Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Title \_\_\_\_\_ Date \_\_\_\_\_

## ZIP

A	b	c	a	b	c	a	b	c
		Administrators			Hydrologists			Traffic Engineers
		Architects			Landscape Architects			Transportation Engineers
		Civil Engineers			Mechanical Engineers			
		Construct Inspectors			Planners Urban/Regional			
		Draftsmen			Sanitary Engineers			
		Ecologists			Soils Engineers			
		Electrical Engineers			Specification Writers			
		Estimators			Structural Engineers			
		Geologists			Surveyors			

**SECTION 'C' - QUALIFICATIONS SUMMARY** Describe your firm's view relative to the key issues and elements of the project and what your firm's approach will be to completing this assignment. Please provide a narrative which includes the reasons your team is most qualified and best suited to accomplish the desired results. Be sure to address your team's experience in each of the rating criteria from the solicitation letter. This section may be up to four (4) total pages.

**SECTION ‘D’ - PROJECT EXPERIENCE AND QUALIFICATIONS** List projects which demonstrate the qualifications of your firm and your proposed staff, relevant to this assignment (Maximum of eight (8) projects – each up to one page in length). Please provide a narrative including project location, description, your firm’s scope of work and responsibilities, start/finish dates, project owner, and who from your proposed team were involved and what their role was. Be sure to identify if your firm was the prime or a sub-consultant. Projects performed by sub-consultants proposed on your team may be included as well. These projects should be clearly identified as work experience of the sub-consultant and will count towards the maximum number of projects. List the most recent projects first (based on the start dates).

**SECTION ‘E’ - OTHER DEPARTMENT COMMITMENTS** List all current on-going contracts with CT DOT (including those listed in Section D and those as a sub-consultant). Prime contracts should be listed first. List the Project No & Title, Role (prime/sub), and anticipated completion date. Use additional space as necessary.

1. **Project No. & Title:**  
**Role:**  
**Anticipated Completion Date:**
2. **Project No. & Title:**  
**Role:**  
**Anticipated Completion Date:**
3. **Project No. & Title:**  
**Role:**  
**Anticipated Completion Date:**

**SECTION ‘F’ - REFERENCES** - Provide three (3) project owners (within the past 5 years). Do not include CT DOT personnel or projects.

1. **Name/Title:**  
**Firm/Organization:**  
**Phone:**  
**Email:**  
**Project:**
2. **Name/Title:**  
**Firm/Organization:**  
**Phone:**  
**Email:**  
**Project:**
3. **Name/Title:**  
**Firm/Organization:**  
**Phone:**  
**Email:**  
**Project:**

**SECTION ‘G’ – RESUMES** Key personnel resumes (maximum-2 pages each) should be attached in alphabetical order. **FORMAT:** Name, Title, Firm, Narrative description of relevant experience and qualifications which correlate to their duties proposed for this assignment, Project Experience (most recent listed first), and Professional Licenses/Registrations.

**SECTION ‘H’ - CERTIFICATIONS AND LICENSES** Copies of licenses must be included, if required, per the solicitation letter.

**SECTION 'I' - PROPOSED SUB-CONSULTANT INFORMATION** List all sub-consultants who will participate in this assignment. Use additional pages as necessary.

FIRM	_____	<input type="checkbox"/> DBE (Certified by CT Dept. of Transportation)
ADDRESS	_____	<input type="checkbox"/> SBE (Certified by CT Dept. of Admin. Services)
CITY	_____	STATE _____ ZIP _____
CONTACT	_____	FEIN _____
PHONE	_____	YEAR FIRM ESTABLISHED _____

Ranges of Annual Gross Receipts: (check one)

<input type="checkbox"/> Less than \$100,000	<input type="checkbox"/> \$100,000 - \$250,000	<input type="checkbox"/> \$250,000 - \$500,000	<input type="checkbox"/> \$500,000 - \$1 million
<input type="checkbox"/> \$1 million - \$2 million	<input type="checkbox"/> \$2 million - \$5 million	<input type="checkbox"/> \$5 million - \$10 million	<input type="checkbox"/> \$10 million or greater

RESPONSIBILITIES ON THIS PROJECT \_\_\_\_\_